The NIAID GCP Learning Center

Creating an External NIAID GCP Training Account

DIVISION OF CLINICAL RESEARCH — DCR
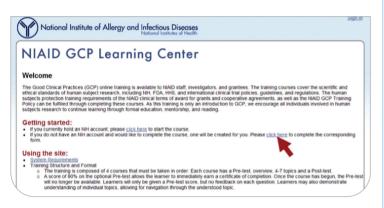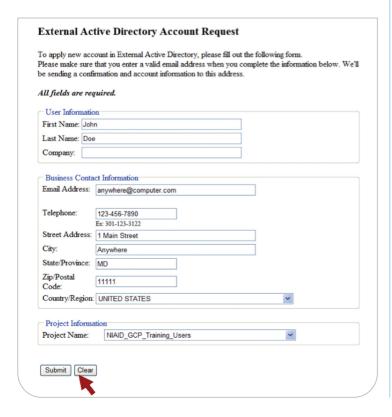
STEP 1: Apply for an External Account

A. Go to the http://gcplearningcenter.niaid.nih.gov

B. Click to open an external account application form

C. Complete the form and click "Submit" at the bottom of the page

D. Verify/Change information and click "Submit" at the bottom of the page

E. You will see the screen below and also receive the following email

External Active Directory Account Request

Your new account request has been submitted to project manager for approval and the email confirmation was sent to your email account at anywhere@computer.com.

The request will be processed within 1 business day and you will be notified by email about the account request status.

Thank you.

From:	Account Request [NoReply@mail.nih.gov]	Sent: Wed 5/20/2009 8:24 AM
To:	John Doe	
Subject:	External Account Request	

Your new account request has been submitted to the Account Manager for approval and you will be notified of the status of your request. Request ID: kjadfjklhadfsiuwe83jwahfiu. Thank you.

STEP 2: Activate External Account and Change Password

A. Receive email with your Username and Password

From:	Account Request [NoReply@mail.nih.gov]	Sent: Wed 5/20/2009 1:24 PM
To:	John Doe	
Subject:	External Account Request	

Your account request has been approved and the account was created. To activate the account, you MUST go to http://password.nih.gov and select NIHEXT as the domain to change your password. Username: DoeJ   Password:1q2w3e$R

B. Go to http://password.nih.gov to reset your password

C. Click "Change Password"

Domain Password

- If you know your password and would like to change it, go to **Change Password**
- If you are NCI users, go to **http://password.nci.nih.gov** to change your password
- If you know your password and would like to register for the Password Self Service, go to **https://iForgotMyPassword.NIH.GOV** (Password Self Service is a service that provides you the ability to reset your password if you have forgotten it; unlock your locked account; and validate your identity during future NIH Help Desk password related calls.)
- If you forgot your password and are already registered with the Password Self Service, go to **https://iForgotMyPassword.NIH.GOV** to reset your password

If you have any questions or concerns, please contact NIH HelpDesk

Phone:
301-496-4357 (6-HELP) (local)
866-319-4357 (toll free)
301-496-8294 (TTY)

D. Choose "NIHEXT" for the Domain

E. Enter the Username from the email under UserID

F. Enter the Password from the email under Current Password

G. Enter a new password

H. Confirm the new password
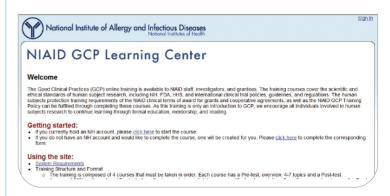
I. Click "Change Now"

Change Domain Password

Please choose the Domain your account belongs to.

New password must meet the password complexity and history requirements.

Here's the list of What Not To Do for choosing your new password.

The new password must have at least 8 characters.
The new password must use at least 3 out of the following:

- Upper-case letters [A...Z]
- Lower-case letters [a...z]
- Numbers [0...9]
- Symbols [{},.;:'?]!@#$%^*()_-+=`~]

Example: Pa@@w0rd

Domain	NIHEXT
UserID	John Doe
Current Password	●●●●●●●●●
New Password	●●●●●●●●
Confirm New Password	●●●●●●●●

Change Now

Step 3: Login to NIAID GCP Learning Center with your External Account

A. Go to http://gcplearningcenter.niaid.nih.gov

B. Click to start the course

Sign In

National Institute of Allergy and Infectious Diseases
National Institutes of Health

NIAID GCP Learning Center

Welcome

The Good Clinical Practices (GCP) online training is available to NIAID staff, investigators, and grantees. The training courses cover the scientific and ethical standards of human subject research, including NIH, FDA, HHS, and international clinical trial policies, guidelines, and regulations. The human subjects protection training requirements of the NIAID clinical terms of award for grants and cooperative agreements, as well as the NIAID GCP Training Policy can be fulfilled through completing these courses. As this training is only an introduction to GCP, we encourage all individuals involved in human subjects research to continue learning through formal education, mentorship, and reading.

Getting started:
- If you currently hold an NIH account, please click here to start the course.
- If you do not have an NIH account and would like to complete the course, one will be created for you. Please click here to complete the corresponding form.

Using the site:
- System Requirements
- Training Structure and Format
  - The training is composed of 4 courses that must be taken in order. Each course has a Pre-test, overview, 4-7 topics and a Post-test.

C. Enter your Username in the form NIHEXT\DoeJ

D. Enter your new password

E. Click "Log In"

The name or password entered for area "gcplearningcenter.niaid.nih.gov" on gcplearningcenter.niaid.nih.gov:80 was incorrect. Please try again.

Your log-in information will be sent securely.

Name:	NIHEXT\DoeJ
Password:	●●●●●●●●

☐ Remember this password in my keychain

Cancel   Log In

F. Click "Begin" to start the course

NIAID GCP Learning Center

Course 1 — History of Human Subjects Research, Ethics, and Regulations

Course 2 — Regulatory Framework for Conducting Human Subjects Research

Course 3 — Planning Human Subjects Research

Course 4 — Conducting Human Subjects Research

Begin